



October 27, 2015

**TO:** M-410: Facilitative Instructor Course Participants

**FROM:** Course Coordinator – Celeste Winther, Wildfire Division

**SUBJECT:** Selection Confirmation, Waitlist Notification & Course Details

You have been selected or are on the waitlist to attend the M-410: Facilitative Instructor course held at Rainbow Lodge Retreat Center from January 25-29, 2016. This course is designed to prepare you for instructing training courses and develop your communication skills.

Please review the following pages for course details such as student agenda, lodging and meals information, and pre-course work.

- The course will begin at 8:00am on Monday, January 25<sup>th</sup> and end by 11:30am on Friday, January 29<sup>th</sup>. Class should adjourn by 5:00pm each day with dinner following.
- Rainbow Lodge Retreat Center is located at 46820 SE Mt Si Road, North Bend, WA 98045. Directions can be found on their website:  
<http://www.rainbowlodge.org/location.html>
- The first meal served will be breakfast on Monday morning. For those arriving on Sunday, rooms will be available but dinner will be on your own. *(Please do not arrive earlier than 5:00pm on Sunday.)*
- Bed linens, towels, and washcloths are provided. Bring your own toiletries and personal items.
- If you need to call for directions or update the status your arrival on Sunday, call Stew Souders (360) 918-1412.
- Complete the attached *Participant Information* form and course pre-work and return it by Friday, January 8<sup>th</sup> to Celeste Winther.

If you have any questions or you cannot attend the course, please contact me at (360) 902-1310 or [Celeste.Winther@dnr.wa.gov](mailto:Celeste.Winther@dnr.wa.gov).

Attachments (3)

cc: DNR Region Fire Training Managers  
Course Participant Supervisors

## STUDENT LIST

First Name	Last Name	Job Title	Class Slot	Agency
Brandon	Austin	Region Support Specialist	1	WA DNR, Forest Practices Division
Myron	Boles	Landowner Assistance Forester	2	WA DNR, NE Region
Dori	Brogliano	RMAP Coordinator	3	WA DNR, OL Region
Anton	Damm	Communications Program Manager	4	WA DNR, Engineering Division
Eric	Dasso	NRS1	5	WA DNR, SP Region
Rob	Dyer	Crew Boss	6	WA DNR, SE Region
Ben	Groff	Engine Boss	7	WA DNR, SE Region
Roger	Holloway	Forest Warden	8	WA DNR, NE Region
William	Hoskins	Engineer	9	WA DNR, PC Region
Nate	Janiga	Helicopter Manager	10	WA DNR, SE Region
Ron	Kerschner	Forest Crew Supervisor	11	WA DNR, OL Region
Bobby	LaPoint	Engine Boss	12	WA DNR, SE Region
Courtney	Martin	Engine Boss	13	WA DNR, SE Region
John	McDonald	Forest Warden	14	WA DNR, NE Region
Shane	Mckiernan	Engine Boss	15	WA DNR, SE Region
Josh	Meek	NRS1	16	WA DNR, SP Region
Devin	Parvinen	NRS1 - Blue Mountains	17	WA DNR, SE Region
Nicholas	Schrader	Forest Crew Supervisor	18	WA DNR, NE Region
Jason	Sharp	NRS2 - Forest Practices	19	WA DNR, SP Region
Paxton	Stone	Engine Boss	20	WA DNR, SE Region
Jakob	Vetsch	Engine Boss	21	WA DNR, SE Region
Chris	Willette	Engine Boss	22	WA DNR, SE Region
Brandi	Seaburg	Engine Boss	Waitlist 1	WA DNR, SE Region
Kate	Akin	Squad Leader	Waitlist 2	WA DNR, SE Region
Spencer	Slyfield	Engine Boss	Waitlist 3	WA DNR, SE Region
Darrell	Borden	WCC Crew Supervisor	Waitlist 4	WA Dept of Ecology
Devin	Frasier	Helitack Forestry Tech	Waitlist 5	Umatilla NF, Blue Mountain Rappellers
William	McCubbrey	Helitack Supervisor	Waitlist 6	USFS

## **PRE-WORK**

You will need to complete the reading material and submit essay questions and answers to the “What’s Your Learning Style?” quiz to the course coordinator by Friday, January 8<sup>th</sup>. Click on the link to view the pre-work instructions: <http://onlinetraining.nwcg.gov/node/188>, the estimated time to complete this is about 1 hour.

You will be required to give several presentations throughout the course to include three individual and one group presentation. One presentation will be spontaneous and the others will require preparation. You will have access to flipcharts, whiteboards, computer and projector, and other training aids. Feel free to bring props or presentation aids if you like. If possible, bring your own computer. If you are unable to bring a computer, one will be available at the class for your use in preparing your presentations. Wi-Fi internet access will be available in the common areas and most bedrooms.

Please come to class with your idea of topics and learning objectives for one 5-minute and one 15-minute presentation. Topics can be related to work or personal interests (favorite hobbies, simple work tasks, etc.) and should be workplace appropriate. Feel free to bring any props, tools, examples, etc. that would be useful in your presentation.

Presentation preparation time will typically be outside the regularly scheduled daily course agenda of the training, potentially up to 4-8 hours of total work in the evenings. Remember to discuss any flex-time or overtime issues with your supervisor before attending training.

When giving presentations, appropriate “instructor” attire is recommended for the subject matter. (Business casual, agency uniform, or wildfire PPE are examples of appropriate attire for presentations.)

## **LODGING AND MEALS**

M-410 is a resident course. Lodging and meals during the training session are provided at Rainbow Lodge Retreat Center. The lodge was specifically selected because participant presentations will require after-hours preparation and potential assistance from instructors. It is expected that all students will stay at the facility because of potential late night sessions.

Rainbow Lodge features clean, comfortable sleeping rooms with carpeting, high cedar ceilings, and picture windows with a view of the forest from every room. You will have your own room while bathroom facilities are shared. Bed linens, towels, and wash clothes are provided. You will need to bring your own toiletries and personal items.

Lodging will be available Sunday night, but not dinner. Please arrive any time after 5:00pm. The cadre will be on-site Sunday night and if you need to call for directions or update the status your arrival, call Stew Souders (360) 918-1412.

Students will be provided breakfast, lunch, and dinner at the facility. The first meal of the week will be breakfast Monday morning. There will be an off-site class dinner on Thursday night (dinner at the lodge will not be provided and per diem will be approved for this meal.) A refrigerator and microwave is available for student use.

**PARTICIPANT INFORMATION**

**Complete this form and return it to [Celeste.Winther@dnr.wa.gov](mailto:Celeste.Winther@dnr.wa.gov) by Friday, January 8<sup>th</sup>**

Name \_\_\_\_\_  
(how you would like it to read on your certificate)

Anticipated arrival date & time? \_\_\_\_\_  
(please do not arrive earlier than 5:00pm on Sunday)

Will you need to borrow a laptop computer during the week of the training?

- Yes
- No

Do you have any special dietary needs?

- Gluten Free
- Dairy Free
- Vegetarian
- Other \_\_\_\_\_

*\*Dinner on Thursday night off-site, dinner at Rainbow Lodge will not be provided.*

In case of weather emergency or late notice of changes, please provide a home and/or cell phone number so we can reach you at outside of work hours.

( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

While there is no tuition for the course, there is a cost of approximately \$495.00 to cover the lodging and meals for each person.

Program code for lodging and meals cost (DNR employees only): \_\_\_\_\_

For all other agency students: Rainbow Lodge will be sending invoices individually, please indicate a contact name and billing address:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_